

Report of Authorized Classifiers

1. Applicability -- Individual submissions are required from each Department, (Agency or other organizational unit) shown in Section 2(A) and (B) of Executive Order #11652. Activities carried out by contract should be included in the submission.
2. Form or Format -- No special form or format is required.
3. Report Basis and Scope -- Departments required to submit this report will furnish copies of their current record lists, or update the last previous list, showing additions and deletions. As a minimum, reports must show the name (last name, then first name) and job title (position) of the person authorized to classify. An exception clause pertaining to identifying certain classifiers within the intelligence community by name is covered in Section 1 (D) of the Order. If position title or code number is indicated in place of the identity of the classifier by use of an abbreviation, a translation of such abbreviation or code number shall be provided. The report shall be broken down by classification level (Top Secret, Secret and Confidential) with totals provided for each level plus a grand total for the reporting department. In the event a Department reports its authorized classifiers by position title or code number, it must furnish to ICRC a statement of established procedures for determining the identity of the classifier corresponding to: (1) an assigned code number or (2) a particular position title on a given date (current or past).
4. Frequency and Due Date -- Report will be forwarded to ICRC no later than fifteen calendar days after the end of each quarter.

2

5. Report Medium -- Provide the report in hard copy (typewritten, reproduced or prepared by ADP printers).
6. Copies and Distribution -- Forward one copy only to the ICRC, and retain the normal number of copies within the submitting Department.
7. Classification -- This is an unclassified report.
8. Procedural Instructions -- N/A